

MILWAUKEE COUNTY CONTEMPT CHECKLIST

Fees: None to file the motion. There are fees for personal service (see below). Service by the Milwaukee County sheriff is free with an approved fee waiver.

You MUST have the following in order to proceed with a Contempt Action:

- The other party's address or place of employment
 - A picture ID
1. Fill out the Order to Show Cause and the Affidavit. You **must** sign the Affidavit in front of a notary.
 2. **Room 307A (Legal Resource Center)** – Make 4 copies of the Order to Show Cause and the Affidavit. Copies are \$0.20 per page.
 3. **Room 609 (Chief Judge's Office)** - If you are seeking a fee waiver for service, take your notarized Affidavit of Indigency and proof of public benefits or a month's worth of pay stubs to this room for review
 4. **Room 707** – Take the original set of documents along with the 4 photocopies to get a court date. (*Reminder: Room 707 is closed between 12:00 p.m. and 1:00 p.m.*)

-OR-

All contempt motions filed within one year of the granting of judgment must be filed with the judge assigned to the case. This applies to any contempt motions. (*ie. placement, support, property division, etc.*)

5. **Room 101 (Child Support Enforcement) only if the contempt relates to non-payment of child support.** Drop off a copy.
6. The other party **must** be personally served with a copy of these documents at **least 5 days before** the scheduled hearing date. If the other party is to be served in Milwaukee County, take the original and one copy of the papers to the Sheriff Department Cashier Window (*Room 209 of the Safety Building – skywalk is on the first floor*). Fee is \$35.00 or free with the waiver

If the person is to be served outside of Milwaukee County you will need to contact the Sheriff Department in that county to arrange service or contact a private process server.
7. After the process server has served the papers, the process server will fill out an Affidavit of Service and should send it to you. **All of you work in serving the papers will be wasted unless you remember to bring your PROOF OF SERVICE to the hearing.**